A QUICK GUIDE TO OPEN ACCESS
ROUTES TO OPEN ACCESS

The researcher decides where to publish. Check SherpaRomeo for Open Access and self-archiving options.

www.sherpa.ac.uk/romeo

GOLD OA

1. Publish in an Open Access journal.

2. After acceptance and peer-review, you will usually be asked to pay an Article Processing Charge (APC).

3. Your article will be openly available on the journal web page immediately upon publication, provided that the APC is paid.

GREEN OA

1. Submit your paper to a subscription based journal.

2. After acceptance and peer-review, upload the post-print version, i.e. the peer-reviewed manuscript (=author accepted manuscript, AAM) to Haris.

3. The library will check for embargo and do the settings in Haris. After the embargo period (if any) your peer reviewed manuscript will be openly available in the institutional repository Dhanken.

Choose a route to Open Access and you will:

» comply with the Guidelines for open research at Hanken
» comply with the Guidelines for publication awards for scientific publications at Hanken
» contribute to Hanken’s yearly reporting of OA publications to the Ministry of Culture and Education.
PUBLICICATION PROCESS AND ARTICLE VERSIONS
WHICH VERSION SHOULD I UPLOAD IN HARIS?

- Pre-print
  Submitted version
  Author’s original
  Usually allowed to deposit.
  Not compliant with Hanken reward system or reporting to the Ministry.

- SUBMIT TO PUBLISHER

- PEER REVIEW

- EDIT

- Post-print
  Author Accepted Manuscript (AAM)
  Usually allowed to deposit, with or without embargo.
  Compliant with Hanken reward system and reporting to the Ministry.

- ACCEPTED BY PUBLISHER

- COPY EDITING

- TYPESETTING

- Proof
  Usually not allowed to deposit in repositories or academic social networks.

- Publisher’s PDF
  Version of Record (VoR)
  Usually not allowed to deposit in repositories or academic social networks.

- FINAL VERSION

- PUBLICATION
### BENEFITS OF OPEN ACCESS

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<td><strong>INCREASED VISIBILITY</strong></td>
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<td>Publications are easily found in search services like Google Scholar when deposited in an institutional repository (e.g. Dhanken).</td>
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| | **INCREASED IMPACT** |
| | Unrestricted visibility leads to more downloads, more reads, more citations and more impact. |

| | **GLOBAL EQUALITY** |
| | Researchers in developing countries with limited resources to licensed materials can see your work. Publicly funded research is available also to business life and to the public. |

| | **IMPROVED QUALITY** |
| | Increased opportunities for repeatability, transparency, effectiveness and reliability. |

| | **DRIVES INNOVATION** |
| | Access to research speeds innovation and promotes collaboration and interdisciplinary dialogue in the scholarly community. Your research can influence policy makers and business life. |

### 4 EASY STEPS TO OPEN ACCESS

1. **STEP 1 (0 MINUTES)**
   - Don’t loose your accepted manuscript and associated files!

2. **STEP 2 (5 MINUTES)**
   - Check the OA policy in Sherpa/Romeo: [sherpa.ac.uk/romeo/index.php](http://sherpa.ac.uk/romeo/index.php).

3. **STEP 3 (15 MINUTES)**
   - Upload your author accepted manuscript (=post-print version) to Haris.

4. **STEP 4 (THE REST OF YOUR LIFE)**
   - Reap the rewards!

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### LEARN MORE

Learn more in Hanken’s Libguide for Open Access. 
[libguides.hanken.fi/openaccess](http://libguides.hanken.fi/openaccess)

Help? Questions? 
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